



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office
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Sacramento, California 95825
<http://www.blm.gov>

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In Reply Refer To:
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EMS TRANSMISSION: 10/1/07
Instruction Memorandum No. CA-2008-001
Expires: 9/30/09

To: All California Field Offices and California Field Managers
Attention: Outdoor Recreation Planners

From: California State Director

Subject: Special Recreation Permit (SRP) Policy

Program Area: Permits for Recreation on Public Lands

Purpose: To establish state-wide policy and procedures for consistent management of Special Recreation Permits and cost recovery requirements in accordance with section 304 of the Federal Land Policy and Management Act (43 U.S.C. 1734), 43 CFR Part 2930 BLM Manual and Handbook H-2930-1 (Recreation Permit Administration) and Office of Management and Budget Circular A-25 (revised 7/8/93).

Background: A final rule updating the regulations governing the issuance of permits for recreation on public lands administered by the Bureau of Land Management (BLM) was published in the Federal Register (Volume 172, pp 7832-7837) February 21, 2007. The final rule addresses three main areas. First, it emphasizes and highlights the cost recovery requirements for issuing recreation permits. Second, it updates BLM regulations to reflect changes in recreational activities and large-scale events that have taken place over the last 15 years. Third, it provides guidance and standards for use of developed recreation sites.

On August 7, 2007, the BLM published its Manual and Handbook, H-2930-1 (Recreation Permit Administration). The Manual and Handbook consolidates the most current recreation permit regulations, policy, and associated reference materials in order to provide consistent and clear direction for issuance of recreation permits and the requirement for cost recovery. The following policy articulates specific direction in accordance with Office of Management and Budget Circular No. A-25 (revised 7/8/93) and the BLM Manual and Handbook H-2930-1.

Policy/Action: The attached *Special Recreation Permit Information Booklet* will serve as a basic guide for consistent management of BLM recreation permits in California. It is based on the work done by the California Desert District and is intended to provide a condensation and

simplification of information found in BLM Manual Handbook H-2930-1, 43 CFR 2932, the Federal Land Policy and Management Act, and the Federal Lands Recreation Enhancement Act.

As reflected in the attached Information Booklet, key California policy points include:

Cost Recovery (Appendix A-6)

- Cost recovery is a charge based upon the actual personnel, vehicle, travel, and materials costs required to issue, administer, and monitor a SRP.
- All applications exceeding 50 hours of staff time for processing will require cost recovery. Cost recovery will not be used for permits requiring less than 50 hours.
- Indirect costs for cost recovery will be based on the annual prevailing cost rate.
- The information contained in Appendix 6 will be used for consistent calculation of cost.

Permits

- BLM co-sponsorship of an event must have concurrence by the State Office.
- The standard lead time for a permit application will be 180 days.
- Fees cannot be waived in exchange for volunteer work.
- There is only a permit fee and not an application fee, unless related to a lottery.
- The information contained in Appendix 6 will be used for consistent processing of permit applications.

The permit system for vending in the El Centro Field Office is not addressed in the booklet. Information regarding that system may be obtained at the El Centro Field Office.

The OMB Circular A-25 can be accessed at:

<http://www.whitehouse.gov/omb/circulars/a025/a025.html>

The Recreation Permit Administration Handbook H-2930-1 can be accessed at:

<http://www.blm.gov/nhp/efoia/wo/handbook/h2930-1.pdf>

Time Frame: This policy is in effect as of August 20, 2007.

Contact: If you have questions concerning this memorandum and policy, please contact Michael Ayers, Outdoor Recreation Program Lead at (916) 978-4644, or Jo Ann Schiffer-Burdett, Outdoor Recreation Planner, California Desert District Office, at (951) 697-5369.

Signed by:
James Wesley Abbott
Associate State Director

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Records Management

Attachment:

SRP Information Booklet (54 pp)